



Electronic Meetings Laws
Discussion Document

Issue	Current Law	Options for Discussion/Comments
What is an electronic meeting?	Conducting business through telephonic, video, electronic, or other communication means where the members are not physically assembled	
Who can hold e-meeting (generally)?	State public bodies	Expand to include local, regional public bodies
Quorum requirement?	Quorum in one physical location	Dispersed quorum -- include anyone participating from any site that is noticed and open to the public
Notice?	Three working days (same as regular meeting)	
Extra notice content?	<ul style="list-style-type: none">Identify all locations of meetingInclude number to notify at central location in the event of disruption of broadcast	
Audio/visual connection fail?	Suspension of action at all meeting locations until connection restored	Eliminate this requirement if quorum is still available to participate and/or if no member of the public is listening remotely
Agenda and meeting materials?	Available to all locations if made available to staff in time to distribute to all locations	
Voting procedures?	Roll call vote recorded in minutes	
Special reporting requirements?	Annual report to JCOTS and FOIA Council	<ul style="list-style-type: none">Eliminate reportAugment report
Emergency provisions?	Local governing body can meet electronically w/o quorum physically present in the event of declared emergency	
Limits on number of e-meetings?	At least one meeting each year must be held without using electronic means	Eliminate this requirement
Locations open to the public?	Yes, although certain exceptions apply	

<p>Closed remote location exemptions?</p>	<p>Member has emergency on day of meeting</p> <ul style="list-style-type: none"> • Remote participation approved by public body • Nature of emergency included in meeting minutes • Limited to two meetings or 25% per member per calendar year <p>Temporary or permanent disability</p> <ul style="list-style-type: none"> • Public body must include fact of temporary or permanent disability in minutes <p>Member of regional public body notifies chair on day of meeting that primary residence is more than 60 miles from meeting location</p> <ul style="list-style-type: none"> • Remote participation approved by public body • Location of participation recorded in minutes 	<ul style="list-style-type: none"> • Unclear how limitation works with requirement that public body hold one non-electronic meeting/year • Does disability in minutes requirement violate any disability laws? • Member would know that residence is more than 60 miles away in advance of the meeting
<p>Requirements to increase public participation?</p>	<p>Law does not prohibit using electronic means to increase public participation (but also does not require it)</p>	<ul style="list-style-type: none"> • Require public bodies to provide electronic means to listen to meeting, upon request • Require public bodies to proactively use electronic means to heighten access